



**US Army Corps
of Engineers®**
Engineer Research and
Development Center

Information Bulletin

Topographic Engineering Center

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OFFICIAL

Financial Seminar

A free seminar “Looking Forward Financially” will be held on Nov. 20 at noon in the Casey Building, Room 140B. The seminar will cover various aspects of financial planning:

- Investment Strategies
- Retirement Planning
- Tax Planning
- Risk Management
- Estate Planning

Seating is limited. For more information, contact Ron Abdool at (703) 780-7949.

Departures

Name	Division	EOD
James Damron	Research	Nov. 28 (resigning to attend graduate school)
Wanda Hart	Systems	Dec. 31 (retiring)

Bulletin Publication Change

With the establishment of an ERDC-wide Information Bulletin, which will be published every 2 weeks, individual site Bulletins will now be published in the “off” weeks. Please keep this in mind when submitting articles and information for the site Bulletin. The next Alexandria Site Information Bulletin will be published on Nov. 26.

Handling Calls from the Media

When you receive calls from media representatives (local reporters, technical, trade, or general news media), please refer the caller to the Public Affairs Office (PAO) before responding to any questions. PAO will work with you, the reporter, and our command staff to determine how TEC as an organization can best respond. PAO will arrange an interview between you and the reporter if appropriate, and will answer any follow-up calls. This procedure will help TEC personnel prepare properly for answering media questions.

The intention of this request is not to restrict anyone’s freedom to speak to the press. It will, however, ensure all concerned, when speaking as representatives of TEC, have the big picture and a complete background on the issue at hand. It also ensures the coordination with our executive staff, which is ultimately responsible for the image portrayed by TEC to the press.

FOR THE DIRECTOR:

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BOBBIE J. GALFORD
Chief, Public Affairs Office
Engineer Research and Development Center

U N O F F I C I A L

CFC Winner



Jeff Ruby, Research Division was the recipient of a beautiful Christmas sleigh basket for his donation to the CFC Campaign.

New Mom

Teisha Harper-Starks, formerly of the Contracts Office became a new mom with the birth of Allan Jawanza Starks on Nov. 8. Baby Allan weighed 6 pounds, 15 ounces and was 20 inches long. She joined TEC as a Cooperative Education student. She left TEC in 2002 for a position with the Justice Department.

AEOWC Fund Raiser

The Army Engineer Officers' Wives Club (AEOWC) will host a fundraising event on the ground floor in the Kingman Building on Nov. 17 from 10 a.m. to 2 p.m.